

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 20 June 1956

FROM : Chief, Instructional Services Branch/SS/TR

SUBJECT: Weekly Activity Report No. 25
14 - 20 June 1956SIGNIFICANT ITEMS

None

OTHER ACTIVITIES1. Overseas Training Support

a. The Audio Aids Section has forwarded to AO/OS/TR a reference listing of selected training films for use

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2. Reproduction and Printing

a. Catalog of Courses, revisions, June 1956, all catalogs. The revised pages of all catalogs have been received from PSD/LO and distributed.

action

b. Immediate consideration should be given to the format revision and method of publishing the Catalog of Courses: Rather than the periodic printing of revised pages (for correction and insert), a recommendation was made some months ago by ISB that the Catalog be prepared for distribution to all users bi-annually as a complete bound volume. This method would result in a considerable saving of man-hours by clerical staff and office personnel now being wasted in making all the necessary revision; it would automatically insure the immediate use, by the operating divisions and all Agency components, of a completely corrected and up-to-date Catalog. Periodic announcements, revisions, and schedule changes in courses and course content would be reported in the OTR Bulletin.

c. Basic Tradecraft Manual (TR IM 2-6), the release date of the Manual has been delayed at PSD/LO/Bindery Section because of priority given to the collation of the revised Catalog of Courses. The date of completion of the Supplement to the Manual (TR IM 2-6a) is scheduled for early in July.

d. The printing of a new edition of the booklet An American Thesis, total 2,000 copies, is expected to be completed early in July.

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e. A total of 1,010 copies of 8 original pages of administrative notices and announcements were reproduced, collated and distributed by the E&R Section.

f. The plan for the preparation of a Basic Russian Language Reader has been temporarily suspended. C/ISB was informed [redacted] that the collation of proper study materials would be set aside because of current priorities in her department. [redacted] has been informed of the delay.

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g. Plans have been discussed with [redacted] instructor, for the preparation of a language study orientation manual for the study of Slavic Languages.

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3. Research and Bibliographies

[redacted]

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b. Bibliography on India - continuing.

c. Intelligence Theory Bibliography - continuing.

[redacted]

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